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Chief, West Coast Bureau

3 Jan 1949

Chief, FBIB

Report of Physical Inspection of West Coast Bureau

1. Attached hereto for your information and appropriate action is report dated 9 December to Chief, FBIB, from Deputy Chief, FBIB, subject same as above.

2. Action has been initiated as indicated below with respect to the findings and recommendations contained in this report. Reference is made to:

Operations

Paragraph 1-d and the recommendation for revision of the FBIB "reference system". This matter is under discussion with appropriate officials of CIA, and it is planned that FBIB reference material will be transferred from the present 3x5 card file to IBM cards from which alphabetical tabulations and cross references can be run on the Linedex visible reference system. Due to the shortage of IBM punch operators, it is estimated that a minimum of 12 weeks will be required to accomplish the initial change-over to the new system. An initial Linedex reference system prepared in Washington will be disseminated to the Field upon completion.

Paragraph 1-e and the recommendation that the West Coast Bureau T/O be revised to include one CAF-3 clerk is favorably considered. A request for the addition of this position has been made.

Paragraph 1-f and the recommendation that the West Coast Bureau T/O be revised to include four CAF-8 monitoring technicians is not favorably considered at the present time.

Paragraph 1-g and the recommendation that the cruising monitor be designated as a P-3 instead of a CAF-9 has not been favorably considered by the Classification Section, CIA.

Paragraph 1-i and the recommendation that an operating procedure be prepared for all bureaus, is favorably considered and a technical operations manual will be issued.

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Administration

Paragraph 1-b and the recommendation that additional copies of Form 50 be supplied the field bureaus for their reference file is not favorably considered by the Personnel Division, CIA. However, it is suggested that the procedure now used by the FBIS departmental office wherein pertinent personnel information is extracted from the Form 50 and maintained on a 5x7 card, be adopted.

Paragraph 1-c. In the future all papers necessary for processing new personnel will be forwarded prior to dispatch of telegraphic notice of acceptance to the employee. This procedure in some cases may delay the new employee's entrance on duty by five to ten days.

Paragraph 1-d and the recommendation that the Personnel Branch advise field bureaus with respect to accrued leave of employees on a semi-annual basis has not been favorably considered. However, individual cases which apparently require adjustment may be clarified by a special query from the field through this office.

Paragraph 1-e is favorably considered and a memorandum will be issued in the near future authorizing the Bureau Chief to administer "oath of office" to new employees.

Paragraph 1-f. The list of surplus property attached to this report has been forwarded to the Chief of Services Branch for comment and recommendation with the assurance that this office will be advised shortly after 1 January 1949 as to what disposition should be made of all surplus property at the West Coast Bureau.

Paragraph 1-g and the recommendation that all papers for new applicants be completely assembled before they are forwarded to field bureaus, will be carried out by this office.

Paragraph 1-h. All job descriptions are under review in this office at the present time. When the necessary revision has been completed and formal approval has been received from the Personnel Branch, CIA, revised copies of job descriptions will be forwarded to all field bureaus.

Paragraph 1-i, and the recommendation that field bureaus be notified if requisitions are changed or cancelled by Services Branch or FBIS, is approved and prompt notification will be made.

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Paragraph 1-j and the recommendation that the lease for the West Coast Bureau be taken under consideration by Legal Counsel, is approved. A determination will be reached in the near future as to whether it is advisable to initiate condemnation proceedings with respect to the West Coast Bureau location, or whether encroachment of housing and other electrical devices which cause interference with reception may in a period of seven years make the present location an undesirable one from the standpoint of FBIS occupancy.

L. K. WHITE

Encl

LBS/jg

AdmOff

cc: OO

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